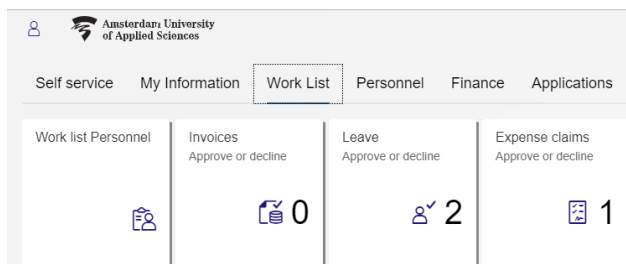


Manual Work list personnel

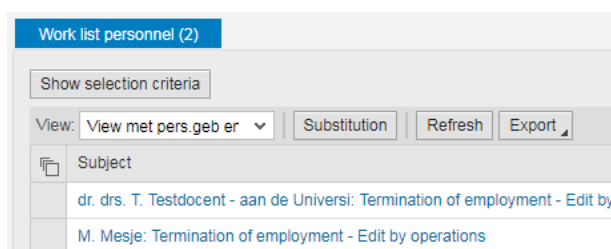
Below you can read how you process tasks that need your approval, advice or feedback. If you have a pending task you will receive an email at 8:00 in the morning.

Log in to the [DSPE](#) with your AUAS ID.

Step 1



Go the tab Work list personnel



Select a task and open it by double clicking. The form will open in a new tab. Depending on the type of form, choose Check, Approve, Send or Back to author. This will complete the task, you will no longer find it in your Work list.

Please note:

- if the form doesn't open your browser's pop-up blocker is probably active. Use your [browser's settings](#) to turn it off.
- an advice request for HR appears in the work list of every HR employee in the faculty or unit. Once of them has completed the task, it will disappear from every work list.
- a budget holder can only appoint another budget holder as a substitute.

In the overview Submitted changes (current) you can follow the various steps in the process. After a task has been completed you can find the form in Overview submitted changes.

Tip: you can personalise your preferences in the Overview submitted changes. You can read how in the manual 'Create an overview submitted changes'.

Tip: always appoint a substitute to ensure that your tasks can be processed in your absence. In the manual 'Appoint a substitute' you can read how to do so.